

TITLE: Records Clerk

DEPARTMENT: Police Department

IMMEDIATE SUPERVISOR: Administrative Lieutenant

JOB SUMMARY:

Works under the general supervision of the Administrative Lieutenant, performs a variety of routine clerical, secretarial, administrative work in support of law enforcement activities.

PRE-QUALIFICATION REQUIREMENTS FOR EMPLOYMENT AS RECORDS CLERK

1. Must be 18 years of age at the time of employment.
2. Must have a high school diploma or G.E.D. equivalency certificate;
3. Must be able to type 40 words per minute;
4. Must have working knowledge of computers and electronic data processing;
5. Must be able to read and write the English language;
6. Must have no felony convictions;
7. Must submit to and pass a drug screen for illegal drugs (after job is offered).
8. May be required to submit to and pass a voice stress test and / or polygraph examination;

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

1. Assist in preparing a variety of reports and records including officer's weekly log, reports of investigation, field interrogation reports, accident reports, and other police department reports;
2. Records and files citations;
3. Assigns case numbers to incidents and maintains report file;
4. Enters data into the computer and generates a variety of law enforcement management system reports;
5. Provides a variety of police related information to the public and governmental agencies;
6. Receives incoming calls, determines nature and urgency of calls, and coordinates appropriate responses;
7. Receives requests from officers on call for special or specific information; following up with appropriate information and relays same back to the officer;
8. Serves as personal assistant to command staff and provides a variety of administrative assistance as needed;
9. Composes a variety of correspondence, reports, and other materials requiring independent judgment as to contract, accuracy, and completeness;
10. Establish and maintains records system using moderately independent judgment;
11. Maintains inventories and orders departmental supplies and materials;
12. Accepts money from general public for the payment of fines and costs on police related citations and/or arrests;

SPECIAL KNOWLEDGE, SKILLS, ABILITIES OR EDUCATION:

1. Some skill in operation of the tools listed in the job description and the equipment;
2. The ability to learn the applicable laws, ordinances, and departmental rules and regulations;
3. The ability to communicate effectively verbally and in writing;
4. The ability to establish and maintain effective working relationships with peers and supervisors;
5. The ability to follow verbal and written instructions;
6. Some knowledge and skill in counting of money and in bookkeeping.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing and specialized software, copy machine, typewriter, fax machine, telephone, cash register and money drawer.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk. The employee frequently required to use hands to finger, handle or feel objects, controls or tools; and reach with hands and arms. The employee may be required to move 8-10 feet within the work station.

The employee must occasionally lift and / or move more than 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, peripheral vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.

The information supplied herein is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of this job change.